



# THE WREN'S NEST

## WEDDING AND SPECIAL EVENTS CONTRACT

**Responsible Party Name:**

**Address:**

**City, State, Zip:**

**Phone:**

**E-Mail Address:**

**Date of Special Event/Wedding/Reception:**

**Time of Special Event/Wedding/Reception:**

**Start Time:**

**End Time:**

**Set-up Time:**

**Clean-up Time:**

**Areas of use (amphitheater, reading garden, front porch) and special needs/ requests:**

Caterer

Phone

Musician/DJ

Phone

Florist

Phone

Bartender

Phone

Officiate

Phone

Baker

Phone

Photographer

Phone

Rental Company

Phone

**Terms and Conditions**

**Down Payment** – A damage and security deposit of \$200.00 must be submitted with the application and signed contract. Once the application is received and confirmed, the deposit is non-refundable if the renter chooses to cancel the reservation for any reason. The deposit is refundable after the event, provided there are no damages and the renter’s time does not run over what was contracted.

**End Time** – All events must end no later than 10 PM or at the agreed upon time. Every additional hour will be an additional charge of 25% of costs for the contracted time.

**Responsible Party** – The representative for the event who signs this contract and is responsible for the conduct of guests and financially responsible for the event. The responsible party is also responsible for any theft, damage to guests’ property and the Wren’s Nest property, as well as personal injury during the time of this contract. The responsible party is also accountable for property clean-up by the agreed upon time.

**Start Time** – The start time for an event starts when the time the first person arrives for the event or at the time specified in the body of the contract

**Cost**

**Event Total:**

**Down Payment:**

**Down Payment Received By/Date:**

**This quote is based on up to**  **guests**

**Balance Due:**

**Due on (Date):**  **30 days prior to the event**

**Balance Received By/Date**

**CANCELLATION POLICY**

Our reservation/cancellation policy requires a \$200 non-refundable deposit at the time of the booking with the balance due 30 days before the event. If the event is cancelled two weeks or more prior to the booking all but the down payment is returned.

If the event is cancelled less than 14 days before the event, the entire amount is forfeited.

**HOUSE RESTRICTIONS & REQUIREMENTS**

The Museum will provide a number of porto-lets for your event (required for groups over 50), depending on size. A fee of \$100 per porto-let will be added to your overall cost.

The Wren's Nest will provide trash receptacles, but we are not responsible for bags or cleanup. All trash and leftover food will be taken to the dumpster. If the kitchen is used, it will be cleaned, swept and mopped by the renters and/or caterer.

The parlor and storytelling rooms at the front of the house may be used as changing rooms for wedding parties. We ask that you refrain from using any furniture other than the folding chairs provided, and stay out of rooms not designated specifically for your use.

The Wren's Nest cannot provide outdoor lighting, tents, extension cords or A/V equipment. Please secure these items on your own as needed.

The Wren's Nest reserves the right to require that all vendors and guests leave the grounds at the contracted time. If the renter and vendors have not exited the grounds by the contracted time, the Renter will forfeit their security deposit and the Wren's Nest will send an invoice for any additional costs or damages.

Alcohol is permitted on the grounds, but beverage service and set-up must be arranged through a licensed caterer.

Food and drink are not permitted inside the house.

Please also note that the city of Atlanta requests that amplified music outdoors end at 10:00 p.m. in compliance with Atlanta noise restrictions.

I have read the above terms and understand that the \$200 damage deposit is non-refundable should I cancel or change the date for my event at the Wren's Nest. I also understand that rental payments are non-refundable as of 14 days prior to my event. I have received a copy of the "General Information for Renting the Grounds" from the Wren's Nest and understand the "House Restrictions/Requirements" section as it pertains to my event.

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**Responsible Party Signature**

Date

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**Special Events Coordinator Signature**

Date